

# ADOT Local Government/Enhancement Projects

## Environmental Process

### **1) Submit Initial Scoping Letter, Project Assessment (PA) or Design Concept Report (DCR) to ADOT Project Manager (PM)**

— *Circulated by ADOT PM to NEPA Planner*

Reviewed by NEPA Planner to evaluate level of environmental investigation needed for the project

Comments are summarized into instructions letter and mailed to community with current guidelines

### **2) Complete Public & Agency Scoping**

— *Public Scoping*

Include adjacent landowners & community groups

Include 4(f) properties in project area (Parks, public school playgrounds, historic districts, etc.)

Detour Route, if applicable

— *Agency Scoping*

Federal & State Agencies (USCOE, USFWS, AGFD, etc.)

Other adjacent communities (Tries, Flood Control District, etc.)

Other offices/divisions within your community (Parks, Utilities, Historic Preservation, etc.)

### **3) Submit Project Data Sheet (PDS)**

— *Circulated by Local Government NEPA Planner*

Environmental Consultant may submit on behalf of Local Government

Indicates when technical reports and draft environmental document would be submitted

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### 4) Submit Technical Reports (As required)

#### — *Biological Report*

ADOT Biological Review or Biological Evaluation

Determination of affect will be approved by ADOT/FHWA

#### — *Hazardous Materials Site Assessment or Phase I Report*

Will be approved by ADOT/FHWA

#### — *Cultural Resources Report*

Qualified cultural resource person submits a letter report/  
letter recommendation of "No Historic Properties Affected"

Will be approved by ADOT/FHWA

OR

Qualified cultural resource person submits four (4) copies of  
records Search/Cultural Resources Survey and three (3) copies  
of the Final PA or DCR, as approved by ADOT

ADOT/FHWA will consult with the State Historic  
Preservation Office (SHPO) and receive SHPO  
concurrence, or

Consultation by ADOT/FHWA and proceeds under a  
Memorandum of Agreement (MOA) with SHPO  
concurrence

#### — *Other Project Specific Technical Reports*

Noise/Air Quality Study

Phase II Hazardous Material Report

404 Jurisdictional Delineation

Geotechnical Report

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### 5) Submit Draft Categorical Exclusion Checklist (CE Checklist)

- *Written according to current guidelines at [www.ADOTenvironmental.com](http://www.ADOTenvironmental.com)*
- *Reviewed and Signed by Community Sponsor (LG Project Manager)*
- *Includes all Attachments*

State Map, Vicinity Map, and Project Location Map

Agency Consultation response letters

Other applicable attachments (404 permits, detour maps, etc.)

- *ADOT Review*

By NEPA Planner and Technical Reviewers for complete review

Comments and further instructions are returned to community and their consultant, if the community directs

### 6) Second/Final CE Checklist Submittal

- *ADOT NEPA Planner Review*

Verifies all edits addressed

Sends for final review by NEPA Planner III

Requests electronic copy of ADOT clearance memo

Obtains approval and circulates final environmental document